

SPECIAL NON-MERIT RECRUITMENT VACANCY ANNOUNCEMENT

Classification Title – Internal Policy Analyst III, 9429

Date Posted – 21 September 2010

Pay Grade/Salary Range – Grade 15, \$3,230.84 - \$4,280.10

Agency – Military Affairs, Division of Emergency Management

Work Location –Frankfort, Franklin County

Agency Comments – This position is an Unclassified, Non-Merit, Non P-1 position under KRS 36.040(1)(r).

General Job Duties –Responsible for the identification of grant sources and application for grants that will provide funding for mitigation disaster hazards. Responsible for coordinating professional staff, mentoring individual city and county management regarding the mitigation grant application process and developing a detailed grant application procedure, critiquing grant applications and training local staff. Provides senior level fiscal applications/reviews/assistance to congressional grant programs. Responds to programmatic inquiries by the general public, governmental officials or other jurisdictions. Provides public information to victims and technical grant writing assistance to sub grantees and potential grantees. Insures procurement and payment compliance regarding sub recipients. Prepares briefings for the TAG, the Director, County Judges, Mayors, Legislators and the Governor's Office Staff. Provides mitigation grant technical assistance and coordination to professional staff of cities, counties and KYEM staff to ensure compliance with state and federal regulations. Reviews, analyzes and reports impact of legislative, financial or policy changes in respect to disaster programs. Ensures Circular A 133 records are maintained and available for audit and or public scrutiny. Disaster Planning/Training for eastern Kentucky. Performs functional supervision over and interprets laws, regulations, policies and procedures for daily incidents as well as for declared disasters and prepares comprehensive plans and training for after disaster mitigation programs. Requests and collects programmatic, training and disaster data, edits and analyzes the data and writes comprehensive lesson plans after action evaluations and program status reports for the Director. Reviews records and reports submitted by program recipients for compliance with regulatory standards.

Minimum Requirements – Education: Graduate of a college or university with a bachelor's degree. Experience: Must have four years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field. Substitution Clause: Education: A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience. Experience: Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

General Description of Benefits – Excellent benefits including paid health and life insurance, vacation and sick leave, holiday pay, retirement and optional deferred compensation plan.

How to Apply – Contact Teresa Lee, HR Specialist III, Department of Military Affairs at teresa.lee2@us.army.mil or 502-607-1237.

Application for Deadline – 01 October 2010